

# Florida Audit Forum

June 29, 2017 Meeting Minutes of the Board  
(approved at 08/04/2017 meeting)

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## Board Members Present on the Call:

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|--------------------------------------|---------------------|
| 1. Robert Melton, Chairman           | 6. Tim Parks        |
| 2. Laura Tatem, Communications Chair | 7. Christine Glover |
| 3. Patrice Monaco-McBride, Secretary | 8. Roger Strout     |
| 4. Hector Collazo                    |                     |
| 5. Tianna Dumond                     |                     |
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### **1. Call to Order .....Robert Melton, Chairman**

- A. Determining that a quorum was present Robert Melton called the meeting to order at 1:03 p.m.
- B. Robert indicated he had the minutes from the 05/10/2017 conference call meeting, but had not sent them out to the board. It was discussed that 05/10/2017 minutes will be approved at the August Board Meeting.

### **2. Discussion of Replacement Officers and Possible Board Members Robert Melton, Chairman**

- A. Secretary Lita McHugh resigned her position as co-chair. Robert stated a replacement could be determined at the August meeting.
- B. The position of secretary remains open and Robert asked for volunteers. Patrice M. McBride volunteered. There were no objections.
- C. The Board requested Hector to contact Melinda Miguel to find out if she is interested in remaining on the board..
- D. The remaining vacancy was discussed. Robert recalled that the CAE from the Sarasota County Clerk's Office, David Beirau was interested in serving, and would call him to find out if he is still interested.
- E. It was discussed that a Vice Chair would be elected at the August meeting.

### **3. Program Topics and Speakers for August Meeting .....Robert Melton, Chairman**

- A. Laura stated there were still a couple of speaking slots open.
- B. Tianna said she would follow up with getting the Bio from the FBI speakers.
- C. Christine discussed a presentation she recently gave. The 11:10am to 12:00pm could be filled with a session such as "Value-added Audits." She said this was a very well-received subject at a prior conference. Christine said she would put the session together. The board agreed.
- D. Audits-To- Go: Discussion that Sheila (Orlando Airport) and Felicia (Tampa Airport) could present a P-card audit, but that project may be a bit repetitive, due to recent presentations/conferences.
- E. Discussion of a topic for a Roundtable, scheduled 1pm to 2pm. Laura agreed to be a facilitator for the session to keep it moving, on point and keep participation from attendees.
- F. Some suggested topics for the roundtable were: staffing/recruiting, problem audits, and topics would be up to the group.
- G. Laura stated that the 2pm speaker is confirmed and Tianna has the Bio and photo.

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## **4. Other Issues Relating to August Meeting.....Robert Melton, Chairman**

- A. There was discussion of equipment needs for the upcoming meeting. It was determined that a back-up clicker, laptop, and extension cord needed. Hector agreed to bring these items.
- B. Speaker gifts: Roger will get Starbucks gift cards. Hector will provide tumblers/mugs (with his office logo).
- C. Laura brought it to our attention that her assistant, Helen, noted that a lot of attendees left during the middle of the last session. There was discussion about holding CPE certificates until the end, to maintain the integrity of the CPEs awarded by FAF.
- D. Laura stated that next week she would begin an email blast, with follow-up emails the following week (07/10/2017) for early registration, and reminders about the discounted rate to go out the week of 7/24/2017.
- E. Hector said he would find out if Mark Puente is staying for lunch, and the FBI declined.

## **5. Adjournment .....Robert Melton, Chairman**

- A. After all old and new business was discussed, there being no more matters before the board Bob adjourned the meeting at 1:35 p.m.